

FIRE FACT NO. 033 CHECKLIST(s) : 06

TITLE : FIRE WATCH GUIDELINES

CHECKLIST ITEM(s) : 06-03, 15, 19

REFERENCE(s) : 91-101/31-1

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A fire watch is a short-term, emergency measure intended to provide an acceptable level of life safety in a building that has an impaired fire safety system. A fire watch is a compensatory measure only. It is intended to allow continued occupancy of a building or facility that may not be safe for building occupants during the time period required for implementing appropriate changes or repairs. The purpose of the fire watch is to check ALL areas of the building on a regular basis for fire/life safety emergencies and then to alert the facility occupants to take appropriate action as early as possible.

Different occupancies have different levels of risk determined by the relative vulnerability of the occupants. It is not appropriate to treat all occupancies the same; therefore each situation shall be evaluated individually and the examples are not proscriptive.

When Required

An informal fire watch should be implemented IMMEDIATELY when certain conditions are discovered either by the facility or by other authorities. Examples of when an informal fire watch may be required by the Kansas State Fire Marshal Office (KSFMO) include:

- Outage or significant impairment of the fire alarm signaling system.
- Outage or significant impairment of the automatic fire suppression system.
- Outage or significant impairment of the facility water supply.
- Impairment of the facility's exiting system NOT significant enough to warrant evacuation and shutdown of the facility.

Informal Fire Watch Procedures

- Notify ALL staff and occupants (if appropriate) immediately.
- Informal fire watch shall be maintained during the entire period of facility occupancy.
- Person(s) assigned to the fire watch **SHALL HAVE NO OTHER DUTIES.**
- Informal Fire Watch plans include notification and communication procedures. Portable radios and cellular phones may be used to send an alarm to occupants and emergency response forces.
- The Fire Watch shall include all areas of the facilities which are affected by the impairment. Special attention shall be paid to storage areas, janitor closets, attics, utility spaces, and other normally unoccupied areas.
- All areas are to be checked **at least hourly**. More frequent checks may be mandated if required.



Kansas State Fire Marshal Prevention Division

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If the above conditions are expected to exist for over four hours, or if conditions remain after a four-hour informal Fire Watch, a formal Fire Watch must be initiated.

Formal Fire Watch Procedures

- Notify ALL staff and occupants (if appropriate) immediately.
- Notify the Authority Having Jurisdiction (AHJ) of the Fire Watch condition. The AHJ for all healthcare occupancies in the state of Kansas is the Kansas State Fire Marshal's Office and can be reached at (785) 296-3401. Schools, colleges, and correctional facilities are also required to notify KSFM of fire watch conditions. The aforementioned occupancies must also notify their local jurisdictions of the Fire Watch condition.
- Fire watch shall be maintained during entire period of facility occupancy.
- Person(s) assigned to the fire watch **SHALL HAVE NO OTHER DUTIES.**
- Informal Fire Watch plans include notification and communication procedures. Portable radios and cellular phones may be used to send an alarm to occupants and emergency response forces.
- Fire watch shall include ALL AREAS of the facility. Special attention shall be paid to storage areas, janitor closets, attics, utility spaces, and other normally unoccupied areas.
- All areas are to be checked **at least hourly**. More frequent checks may be mandated if required.
- Healthcare facilities, schools, colleges, and detention facilities must send a log of the Fire Watch round at the end of each shift until the situation is corrected. This is preferably done via facsimile. The KSFM fax number is (785) 296-0151.

Remember, Fire Watches are compensatory measures only and can not be used in lieu of compliance with the Kansas Fire Prevention Code.

